

02-3228

**DD/A REGISTRY
FILE: 45-A**

ROUTING AND TRANSMITTAL SLIP

Date

17 SEPT 1985

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials _____ Date _____

1. DIRECTOR OF PERSONNEL

2. _____

3. _____

4. _____

5. _____

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	X For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, dispositions,
clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg. _____

5041-102

EO/DDA 7D18 HQS

Phone No. _____

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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GWERC

GREATER WASHINGTON EMPLOYEE RELOCATION COUNCIL

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Smith's Moving & Storage
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611 South Pickett Street
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Tel: (703) 370-8300

September 12, 1985

Dear Personnel/Relocation Professional:

Are you responsible for Employee Relocation? Does management look to you for information and decisions about relocation policy, costs, and employee benefits and needs? YOU ARE NOT ALONE! Employee relocation is a growing concern in the Washington, D.C. area.

Motivated by a common interest, a group of relocation administrators and service firms from Washington, D.C., Maryland and Virginia met in July to outline a plan for a local relocation council. Out of this and subsequent meetings came our vision of the Greater Washington Employee Relocation Council (GWERC). The GWERC is a not-for-profit organization established to promote the exchange of information and ideas in the field of employee relocation.

The first general membership meeting will be October 23, 1985, at GEICO, 5260 Wisconsin Avenue, Chevy Chase, Maryland. This session will bring together experts in the field of relocation and provide an opportunity to meet your counterparts in other organizations. Additional information on this meeting will be sent to you in September. We plan to meet quarterly. In addition, the GWERC will distribute a newsletter to members containing guest articles, ideas, and trends in relocation with an emphasis on local issues.

The GWERC offers a unique opportunity for relocation professionals in this area. Please return the enclosed membership application right away to the secretary of the GWERC. If you need further information about the GWERC membership and the October meeting, please contact any of the members of the Planning Committee shown on this letter.

We are looking forward to your participation in the GWERC.

Sincerely,

The Planning Committee

Greater Washington Employee Relocation Council
(GWERC)

FIRST MEMBERSHIP MEETING AND SEMINAR

Wednesday, October 23, 1985
3-6:30 p.m.

Location: GEICO
GEICO Plaza
5260 Western Avenue
Chevy Chase, Maryland

3-5 p.m. Membership Meeting

Guest Speaker: CRIS COLLIE
Executive Vice President
EMPLOYEE RELOCATION COUNCIL
Topic: RELOCATION TRENDS

5-6:30 p.m. Reception Sponsored by GEICO

RESERVATIONS

Sue Huber
National Relocation Services Coordinator
Federal Aviation Administration
Apt. 200 FAA Building
800 Independence Avenue SW
Washington, D.C. 20591
Tel.: 426-8832

Greater Washington Employee Relocation Council

Purpose

1. To serve as a forum for the exchange of information and ideas among professionals involved in the field of employee relocation.
2. To focus on discussion of local relocation issues and solving the problems of relocation administrators in the Washington area.
3. To act as not-for-profit organization to promote professional standards and foster educational development in relocation.
4. To act as a channel of communications between E-R-C and individual members.
5. To provide professionals involved in relocation administration and services an outlet for sharing expertise and experiences and pooling knowledge and talents.
6. To monitor and evaluate current trends in relocation.
7. To collect and disseminate relocation ideas and information through print, seminars, workshops and other meetings.